

10 Smarter AI Tips

Small shifts that make AI faster, safer and more useful.

MULTIMODAL

01

Stop typing. Talk to it.

Voice captures the nuance you may never sit down to type. Use voice mode or dictation.

TOOLS: [WISPR FLOW](#)

MULTIMODAL

02

Photograph rough thinking.

Upload the napkin, whiteboard or sketch. Let AI read the structure, then verify its math.

MULTIMODAL

03

Screenshot the schedule.

Extract events in one pass. Confirm dates, time zones and duplicates before creating anything.

MEETINGS

04

Capture meetings responsibly.

Use permitted transcription for walkthroughs and vendor calls. Recording notice and consent still apply.

TOOLS: [FATHOM](#)

MONEY

05

Prefer tools that can connect.

Fast payments matter now; APIs matter later. Choose financial tools that can support the system you build.

TOOLS: [MERCURY API](#)

Click [my referral link](#) so you can skip the line and get expedited application review, and we can both get \$250 when you deposit \$10K within 90 days.

PROMPTS

06

Use four prompt ingredients.

State the goal, relevant context, required format and directives — including what done means. Don't assume. Don't hide confusion. Surface tradeoffs. Think first. Prefer simplicity. Ground material claims. Separate fact from inference. Define success criteria and loop until verified.

REUSE

07

One answer. Four assets.

Create the deliverable, internal SOP, execution checklist and design rationale.

PRIVACY

08

Protect restricted information.

Remove identifying and sensitive data. Verify training, retention, access and account settings first.

EXECUTION

09

Move beyond the chat window.

Use work-enabled tools only after the task is understood, approved and repeatable.

TOOLS: [CHATGPT WORK](#) | [CLAUDE COWORK](#)

FURG'S TIP

10

Don't know? Ask AI.

If you do not know the answer — or how to use AI — ask it to teach, interview and guide you.

THE THROUGH-LINE

Explain the work. Verify the answer. Preserve human judgment.